



Real Estate Appraiser Licensure and Certification Board

402 West Washington Street, Room W072

Indianapolis, Indiana 46204

Telephone: (317) 234-3009

Fax: (317) 233-4236

Website: www.PLA.IN.gov

Governor Mitchell E. Daniels, Jr.

Dear Applicant:

Thank you for your application for licensure as a Certified appraiser. Before you begin the application process there are a few things you should keep in mind to help expedite the application process.

Overall Reminders:

- The application is designed to be completed in your PDF viewer. Whenever possible please make sure that it is typed and not hand written. When completing the experience credit reporting form in the PDF viewer it will automatically calculate the hours for you.
- Please make sure that all signature lines are completed.

Fees:

- If you are a trainee moving to any other license type you must submit a \$25.00 application fee.
- If you are a Licensed Residential appraiser or Certified Residential appraiser moving to any other license type you must submit a \$100.00 application fee.
- Checks should be made out to the "Indiana Professional Licensing Agency". In the memo section please write, "Appraiser Application".

Pre-Licensing Education:

- Please make sure that you include course completion certificates.

College Course Credits and College Degree Requirements

- You must include with your application a sealed copy of your college transcript. Please do not have the educational institution mail this document directly to the Board as this can cause significant delays in the processing of your application.
- If the course title does not accurately reflect that it is part of the accepted courses for licensure please include a syllabus or course description from the course catalogue.

Experience Credit Reporting Form:

- Please make sure that if you need additional room for your experience credit reporting from you submit an addendum in the same format as is provided for in the application.
- Please make sure that your supervisor signs your experience credit reporting form
- If your form is not legible or completed in its entirety the Board will need to return it to you until all information is completed

Copies of Appraisals:

- The Appraisal Subcommittee (ASC) (a.k.a. "The Feds") requires the Board to review work product from every applicant. The ASC requires the Board to select Appraisals from your log after the application has been received. Once we receive your application we will randomly select appraisals. Once we receive those appraisals from you, your application will be presented to the Board.

What happens next?:

- Once your application is reviewed and approved by the Board you will be sent a letter granting you permission to sit for the examination. You must take your letter granting you permission to sit for the exam with you.

- You can register to take the exam at <http://www.pearsonvue.com/>. When you pass the exam you must submit the original passing score sheet to the Board at the address on the top of this sheet and also submit the license fee of \$160.00

Sincerely,
The Real Estate Appraiser Licensure and Certification Board